

City of Morrow

Job Description

JOB TITLE: *Senior Planner*

STATUS/GRADE: *Exempt/42*

DEPARTMENT: *Planning & Economic Development*

JOB SUMMARY: *This position is responsible for directing and managing activities related to city planning, zoning, permitting, ordinance review and interpretation, as well as management of development codes, guidelines and processes.*

MAJOR/ESSENTIAL DUTIES:

- Manage permitting processes relative to building permits, sign permits, temporary permits and understanding of code enforcement procedures related to these activities.
- Manage the processes required to administer zoning ordinances and re-zoning activities, as well as any annexation procedures for the City.
- Maintain an awareness of new planning and development programs and professional “best practices”, as well as relative local, state and federal requirements and procedures for administering duties.
- Assist with the development and implementation of on-going public awareness and education programs designed to enhance appreciation of the City’s planning and development process, including the land use management and development processes, as well as economic development programs and recognition of current and future assets of the City.
- Collect, review, analyze and interpret statistical, census and economic data related to understanding the Morrow community and future planning trends and needs. Complete surveys and perform such other tasks relative to Planning and Economic Development as requested by the Director.

- Assist in planning or administering as needed in the management of the department, including the development of budgets, setting goals and task lists, project implementation and working with consultants on special projects.
- Provides staff support and supervision of employees. Assist in the coordination of effective hiring, and retention of employees with the Director, using appropriate and legal hiring, promoting and evaluation techniques.
- Potential for involvement in economic development activities where overlap with planning for the future of the City. Potential involvement with strategic economic development incentive programs such as Tax Allocation Districts, Revolving Loan Funds, and Business/Community Improvement Districts.
- All duties and functions shall be governed by City Ordinances, and all regulations and procedures and laws of the State of Georgia and the Federal Government.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Detailed knowledge and experience with zoning ordinances and procedures, development review processes, permitting management, development and sign codes, and all management activities of a planning and zoning department.
- Knowledge or experience with challenges facing suburban communities within a metropolitan area.
- Background with State and Federal planning and zoning laws, regulations pertaining to development, expenditure of public funds, environmental policies, transportation planning and other planning and development topics.
- Sensitivity to and understanding of, the issues confronting business owners, residents and community organizations, within a diverse community.
- Must be well-organized and capable of functioning effectively in a complex city environment.
- Strong supervisory skills are required and excellent verbal and written communication skills are essential.
- Must understand and be able to prepare financial statements and budgets.
- Must be self-starter, energetic and capable of “outside the box” thinking.
- Must be able to work well with a variety of people in various settings.
- Must be able to operate modern office equipment and standard software’s.

MINIMUM QUALIFICATIONS:

- Urban or Regional Planning Degree, from an accredited College or University, or related field such as Public Administration. Master's degree is preferred but not required.
- American Institute of Certified Planners (AICP) preferred but not required.
- Considerable experience (10 years or more preferred) as an administrator in one or more of the following areas: Urban or City Planning, Development Services, Zoning Coordination, Permitting Processes, Economic Development, Project Management. Equivalent education and experience will be considered.
- Valid Georgia Driver's License and satisfactory Motor Vehicle Record (MVR) will be required.
- Must be able to perform all essential duties.

SUPERVISORY CONTROLS: The person serving in this position reports on a daily basis to the Planning & Economic Development Director.

GUIDELINES: This position uses all Local, State, and Federal Legislations and Regulations relating to zoning, development and permitting; and all City, State, and Federal Regulations regarding employment, as guidelines for appropriate actions.

COMPLEXITY: This position requires the ability to learn and understand information from routine to very complex, involving need for extensive research, decisions considering many different sources, and detailed report writing, to complete assignments. They must be able to make responsible judgments and to acquire knowledge on topics related to primary job functions.

PERSONAL CONTACTS: Contacts are typically co-workers, employees, local, federal and state officials, attorneys, vendor's, business owners, and the general public.

PURPOSE OF CONTACTS: Requires the ability to deal with people beyond giving and receiving instructions. This position must be able to listen, instruct, direct, and persuade contacts. They must be adaptable to performing in stressful situations when confronted with contingency and/or non-routine situations.

PHYSICAL DEMANDS: This position must be able to work sitting, walking, standing, bending, stooping, pushing, or pulling, for both short and long periods of time. This position must be able to work at a computer, reading and interpreting reports and procedures and be able to talk/listen on the phone or equivalent devices.

WORK ENVIRONMENT: The person serving in this position will typically work in an office environment. However, s/he is expected to work routinely at job sites which will include hazardous (hard-hat) environments, and outdoors including inclement weather situations.

SUPERVISORY RESPONSIBILITIES: This position will have supervisory responsibility over part-time and full-time City employees as approved by the Planning & Economic Development Director.